Tax Return Information and Local Sales and Use Tax Changes



Serving the People of Washington

Special hotel/motel tax changes

✓ Effective June 1, 1997, the city of Lakewood (Pierce County) imposed a special hotel/motel tax increase to 5%. The rest of Pierce County will remain at 2%. Businesses providing transient lodging (including sites for recreational vehicles and camping) within the city limits of Lakewood must collect the new tax *in addition to* the combined state and local sales tax. For information about transient lodging and reporting the special hotel/motel tax, please see page 2.

B&O rate surtaxes to come off July 1, 1997

The rates for most classifications of the business and occupation (B&O) tax will go down on July 1, 1997. This is because a surtax imposed several years ago by the Legislature will expire. The correct rates will be printed on tax returns covering business activity on and after July 1, 1997. Classifications which do not have a surtax include, among others, retailing, selected business services, and financial services. The following table shows the rates before and after the expiration of the surtax.

	Rate Before July 1, 1997	Rate on And After <u>July 1, 1997</u>
Extracting, Extracting for Hire		0.00484
Slaughter, etc., Perishable Meat	0.00144	0.00138
Manuf. Wheat into Flour, etc	0.00144	0.00138
Travel Agent Commiss., Splitting etc	0.00287	0.00275
International Charter Freight Brokers, etc	0.00379	0.00363
Insur. Agents/Brokers Commission	0.00575	0.0055
Manuf. Fresh Fruit & Veg. Vegetables	0.00345	0.00330
Process. for Hire, Print. & Pub	0.00506	0.00484
Manufacturing	0.00506	0.00484
Wholesaling Wheat, etc	0.00011	0.00011
Internal Distribution	0.00506	0.00484
Wholesaling	0.00506	0.00484
Warehousing, Radio & TV, Broadcasting, Public Road		
Construction/Gov. Contracting	0.00506	0.00484
Public or Nonprofit Hospitals		0.015
Selected Business Services		0.02
Financial Business Services		0.016
Cleanup of Radioactive Waste for U.S		0.00471
Service & Other Activities		0.0175
Retailing of Interstate Transport. Eqt		0.00484
Retailing	0.00471	0.00471

Computer-generated returns

You may create and use your own tax return, rather than the Combined Excise Tax Return mailed to you by the Department of Revenue. You do not need approval from the Department, but you do need to follow certain guidelines:

Identification

<u>Front page</u> - All information printed on the original mailing label of the Combined Excise Tax Return must be reproduced on the front page of your return. If your address changes,

please note this. If you pay taxes by electronic funds transfer, please indicate by including the initials "EFT" with your address information.

All pages - State the period and year covered by the return in the upper right corner of all pages of your return. Also, please give your registration number and company name on every page.

Excise Tax Information

Your return must be organized in the same order as the Combined Excise Tax Return. However, you may exclude lines for tax classifications that do not apply to your business. For example, if you are a retailer, your return might only include lines for retailing B&O tax, retail sales tax and local sales tax.

For every activity reported, you must include:

- Tax Classification
- Code
- Gross Amount
- Deduction Total, If Any
- Taxable Amount
- Tax Due

Codes

Include codes for all classifications you report. These are required to process your return. The codes can be found in the "Code" column of the Combined Excise Tax Return.

Bar Code

Please do not reproduce the bar code found on the Department's Combined Excise Tax Return.

Deduction Detail Pages

This information must be organized consistently with the Combined Excise Tax Return. You do not have to include portions of these pages that do not apply to your business. You must include the four digit deduction ID Codes.

Totals

Totals must be placed in the lower right hand corner of the first page of your return. This is the same information that is found in the totals area of the Combined Excise Tax Return: total liability, credit, tax due, etc.

Setup

Your return must be on plain, good quality, 20 lb. white bond, 8½ x 11 inch paper. The margins must be ¼ inch on all sides. There must be no more than six lines per inch and 12 characters per inch. Laser printing is highly recommended. All text must be printed in black. Use only standard fonts. Italic, artistic, or script fonts are not acceptable.

Filing

Please send in the **original** of your return with your remittance. Your registration number should be written somewhere on your check. Please do not staple your check to your return. Attach the same documents that you normally attach to the Combined Excise Tax Return (credit memos, schedules, etc.). Your registration number, period and year covered by the return should be in the upper right hand corner of each page.

Please remember to sign your return. Your computer-generated return should be mailed to the same address you mailed our Combined Excise Tax Return. Use the pre-printed envelope that comes with the Combined Excise Tax Return, which will continue to be mailed to you.

If you have any questions about computer-generated returns, please call (360) 753-7798 or fax (360) 664-9322.

Transient lodging information

Transient Rental Income is reported by businesses providing transient lodging for less than 30 days. Examples of transient lodging businesses include hotels, motels, trailer camps, and RV and tent campgrounds. The transient rental tax is not an additional tax; it is distributed to the counties and cities which levy this tax from the state portion of the retail sales tax. The Transient Lodging Information section is located on page 2 of the Combined Excise Tax Return.

The Convention and Trade Center and Special Hotel/Motel taxes are collected *in addition to* the retail sales tax. The Convention and Trade Center and Special Hotel\Motel sections are located on page 2 of the Combined Excise Tax Return.

4 Digit

Lodging tax rates by location

Convention/Trade Center Tax	4-Digit Code	Rate
King County: (60 or more units)	<u>couc</u>	
Bellevue	1704	.058
Seattle	1726	.07
All other King County locations	1,20	.028
Special Hotel/Motel Tax		
Chelan County:		
Chelan	0402	.02
Leavenworth	0404	.01
Wenatchee	0405	.02
Cowlitz County:		
All locations		.02
Douglas County:		
East Wenatchee	0902	.02
Franklin County:		
Pasco	1104	.02
Grays Harbor County:		
All locations		.03
Okanogan County:		
Winthrop, effective 07-01-96	2413	.03
Pacific County:		
Long Beach, effective 04-01-97	2502	.03
Pierce County:		
Lakewood, effective 06-01-97		.05
All other Pierce County locations		.02
Skagit County:		
La Conner, effective 06-06-96	2905	.02
Snohomish County:		
All locations		.02
Spokane County: (40 or more units)		
All locations		.02
Yakima County:		
Yakima, effective 01-01-96	3913	.03

Location and mailing address changes

Please notify us of changes in your mailing address, business location or phone number. Please also let us know if you change your business activities. Prompt notification helps us get the tax

return to you on time and determine if you're properly reporting local sales tax. You can notify us of any changes by:

- Calling the automated voice attendant at (800) 647-7706 24 hours a day, seven days a week;
- Calling the local Department of Revenue office nearest you; or
- Writing your new mailing address or business location on your Combined Excise Tax Return.

Telephone Information Center Toll Free: (800) 647-7706

District Offices

110 W Market St PO Box 1018 ABERDEEN 98520-0290 (360) 533-9312	734 E First St Suite B PO Box 400 PORT ANGELES 98362-0064 (360) 457-2564
1904A Humboldt St PO Box 1176 BELLINGHAM 98227-1176 (360) 676-2114	919 SW Grady Way Suite 150 PO Box 877 RENTON 98057-0877 *(425) 277-7300
4841 Auto Center Way Suite 201 BREMERTON 98312-4394 (360) 478-4961	2101 4th Ave Suite 1400 SEATTLE 98121-2300 (206) 389-2700
11627 Airport Rd Bldg B PO Box 6 EVERETT 98206-0006 *(425) 356-2911	4407 N Division Suite 300 PO Box 7248 SPOKANE 99207-0248 (509) 482-3800
700 Colorado St PO Box 240 KELSO 98626-0021 LONGVIEW/KELSO OFFICE (360) 577-2015	11707 21st Ave S Suite B PO Box 44010 TACOMA 98444-0010 *(253) 536-6278
22 W Kennewick Ave PO Box 7207 KENNEWICK 99336-0616 (509) 585-1501 Target Place Complex 2735 Harrison Ave NW	8008 NE 4th Plain Blvd Suite 320 PO Box 1648 VANCOUVER 98668-1648 (360) 260-6176
Suite 435 PO Box 7 OLYMPIA 98507-0007 (360) 753-3181	630 N Chelan Ave Suite B3 PO Box 220 WENATCHEE 98807-0220 (509) 663-9714
Headquarters Office General Admin Bldg PO Box 47450 OLYMPIA 98504-7450 (800) 647-7706	1714 S 16th Ave YAKIMA 98902-5713 (509) 575-2783

^{*} New area codes became Effective April 27, 1997

To inquire about the availability of this document in an alternate format for the visually impaired or a language other than English, please call (360) 753-3217. Teletype (TTY) users may call (800) 451-7985. You may also access tax information on our Internet home page at http://www.wa.gov/dor/wador.htm.

WASHINGTON STATE DEPARTMENT OF REVENUE

Local Sales and Use Tax Rates

Effective June 1, 1997

			Tax R	ate	
	Location Code No.	Local Sales	Regional Transit	State Sales	Total
ADAMS COUNTY Unincorporated Areas	. 0100	.011		.065	.076
Hatton Lind	. 0102	.011		.065 .065 .065	.076 .076
Othello Ritzyille	. 0104	.011		.065	.076 .0 <u>7</u> 6
Washtucna		.011		.065	.076
Unincorporated Areas Asotin (City)	. 0201	.005 .005		.065 .065	.070 .070
Clarkston BENTON COUNTY		.005		.065	.070
Unincorporated AreasUnincorporated P.T.B.A.*	. 0300 . 0333	.012 .015 .012		.065 .065 .065	.077 .080 .077
Kennewick	. 0302	.015		.065	.080
ProsserRichland	0304	.012		.065 .065	.077 .080
West Richland CHELAN COUNTY		.015		.065	.080
Unincorporated Areas	0401	.015		.065 .065	.080
Chelan (City) Entiat	. 0403	.015 .015		.065 .065	.080 .080
Leavenworth		.015 .015		.065 .065	.080 .080
CLALLAM COUNTY Unincorporated Areas	. 0500	.014		.065	.079
Forks Port Angeles	. 0502	.014 .014		.065 .065	.079 .079
CLARK COUNTY		.014		.065	.079
Unincorporated Areas	. 0601	.011		.065 .065	.076 .076
CamasLa Center	. 0603	.011 .013 .013		.065 .065	.076 .078
Ridgefield Vancouver	. 0605	.011		.065 .065	.078 .076
Washougal		.011 .011		.065 .065	.076 .076
COLUMBIA COUNTY Unincorporated Areas		.010		.065	.075 .075
Dayton	. 0701 . 0702	.010 .010		.065 .065	.075
Unincorporated Areas	. 0800	.010		.065	.075
Castle Rock	. 0802	.010		.065	.075 .075
Kelso Longview	. 0804	.011 .011 .010		.065 .065 .065	.076 .076 .075
Woodland		.010			
Unincorporated AreasUnincorporated P.T.B.A.*	. 0900 . 0909 . 0901	.014		.065 .065 .065	.075 .079 .075
East WenatcheeMansfield	. 0902	.010 .014 .010		.065 .065	.079
Rock Island. Waterville	. 0904	.014		.065 .065	.075 .079 .079
FERRY COUNTY Unincorporated Areas	. 1000	.014		.065	.076
Republic		.011		.065	.076
Unincorporated Areas Unincorporated P.T.B.A.* Connell	. 1100 . 1111	.012 .015		.065 .065	.077 .080
Connell	. 1101 . 1102	.012		.065	.077 .077 .077
MesaPasco	. 1103	.012		.065 .065	.077 .080
GARFIELD COUNTY Unincorporated Areas		.010		.065	.075
Pomeroy	. 1201	.010		.065	.075
Unincorporated Areas Unincorporated P.T.B.A* Coulee City	1300 . 1333	.010 .012		.065 .065	.075 .077
Coulee CityElectric City	. 1301 . 1302	.012 .012 .012		.065	.077 .077 .077 .077
Ephrata	. 1303	.012		.065	.077
George Grand Coulee Hartline	. 1305 . 1306	.012		.065	.077 .077
Krupp Mattawa	. 1307 . 1308	.012		.065 .065	.077 077
Moses LakeQuincy	. 1309 . 1310	.012		.065	.077 .075 .077
Royal City	1311	.012		.065 .065	.077
Soap Lake Warden Wilson Creek	. 1313 . 1315	.012		.065	.077 .077

Tax Rate					
	Location Code No.	Local Sales	Regional Transit	State Sales	Total
GRAYS HARBOR COUNTY Unincorporated Areas		.014		.065	.079
AberdeenCosmopolis	. 1402	.014 .014		.065 .065	.079 .079
Elma Hoquiam	. 1403 . 1404	.014 .014		.065 .065	.079 .079
McCleary Montesano		.014 .014		.065 .065	.079 .079
Oakville Ocean Shores		.014 .014		.065 .065	.079 .079
Westport ISLAND COUNTY	. 1408	.014		.065	.079
Unincorporated Areas	. 1500	.014 .014		.065 .065	.079 .079
Langley Oak Harbor	1502	.014		.065	.079 .079
JEFFERSON COUNTY				.065	
Unincorporated Areas	. 1600 . 1601	.014 .014		.065	.079 .079
KING COUNTY Unincorporated Areas ** Algona	1700	.017	.004	.065	.086
Auburn	. 1702	.017 .017	.004 .004	.065 .065	.086 .086
Beaux Arts Village Bellevue	. 1703 . 1704	.017 .017	.004 .004	.065 .065	.086 .086
Black DiamondBothell/King	. 1705	.017 .017	.004	.065 .065	.082 .086
BurienCarnation	. 1734	.017 .017	.004	.065 .065	.086
Clyde Hill	. 1708	.017	.004	.065	.086
Duvall Enumclaw	. 1710	.017 .017	.004	.065 .065	.082
Federal Way	. 1732	.017	.004	.065	.086
Hunts Point Issaquah ** Kent	. 1713 . 1714	.017	.004 .004	.065 .065	.086 .086
Kirkland	. 1716	.017	.004 .004	.065 .065	.086 .086
Lake Forest Park Medina	. 1718	.017 .017	.004 .004	.065 .065	.086 .086
Mercer Island Newcastle		.017 .017	.004	.065 .065	.086 .086
Normandy Park North Bend	. 1721	.017 .017	.004	.065 .065	.086 .082
Pacific/King Redmond ** Renton	. 1722 . 1723 . 1724	.017	.004 .004	.065	.086
Renton Sea-Tac	. 1725 1733	.017	.004 .004	.065	.086
Seattle	. 1726	.017 .017	.004 .004	.065	.086
Skykomish	1727	.017 .017	.004	.065 .065	.082
Snoqualmie Tukwila Woodinville	. 1729	.017 .017	.004 .004	.065 .065	.086 .086
Yarrow Point		.017	.004	.065	.086
WITSAP COUNTY Unincorporated Areas Unincorporated P.T.B.A.*	. 1800	.011		.065	.076
Bainbridge Island	. 1804	.016 .016		.065 .065	.081 .081
Bremerton Port Orchard	. 1802	.016 .016		.065 .065	.081 .081
Poulsbo KITTITAS COUNTY		.016		.065	.081
Unincorporated Areas Cle Elum	. 1901	.012 .012		.065 .065	.077 .077
Éllensburg Kittitas (Čity)	. 1902 . 1903	.012 .012 .012		.065 .065	.077
RoslynSouth Cle Elum	1904	.012		.065	.077 .077 .077 .077 .077
KLICKITAT COUNTY Unincorporated Areas		.005		.065	.070
BingenGoldendale	. 2001	.005		.065	.070
White Salmon	. 2002 . 2003	.005 .005		.065 .065	.070 .070
LEWIS COUNTY Unincorporated Areas Centralia	2100	.011		.065	.076
Chehalis	. 2102	.012 .012		.065 .065	.076 .077 .077
Morton Mossyrock	2103	.011 .011		.065 .065	.076
Napavine Pe Ell	. 2105 . 2106	.011		.065	.076 .076 .076
Toledo	. 2107	.011		.065	.076
Vader Winlock LINCOLN COUNTY	2109	.011		.065	.076 .076
Unincorporated AreasAlmira	. 2200	.011 .011		.065 .065	.076 .076
AIIIII a	. 2201	.011		.003	.070

Changes in blue became effective April 1, 1997.
Unincorporated Areas are locations outside incorporated city limits.
P.T.B.A. - Public Transportation Benefit Area.
Partially included within the RTA district. Additional .004 may not be due based on location.

LINCOLN COUNTY (Cont'd)					
CrestonDavenport	2202 2203	.011 .011		.065 .065	.076 .076
Harrington Odessa	2204 2205	.011		.065 .065	.076 .076
Reardan Sprague	2206 2207 2208	.011 .011 .011		.065 .065 .065	.076 .076 .076
Wilbur	2300	.011		.065	.079
Shelton OKANOGAN COUNTY	2301	.014		.065	.079
Unincorporated Areas	2400 2401	$.011 \\ .011$.065 .065	.076 .076
Brewster	2402 2403	.011 .011		.065 .065	.076 .076
Elmer City	2404 2405 2406	.011		.065 .065	.076
NespelemOkanogan (City)Omak OmakOroville	2406 2407 2408	.011 .011 .011		.065 .065 .065	.076 .076 .076
PaterosRiverside	2409	.011		.065 .065	.076 .076
Tonasket Twisp	2411 2412	.011		.065 .065	.076 .076
Winthrop PACIFIC COUNTY	2413	.011		.065	.076
Unincorporated AreasIlwaco	2500 2501	.013		.065 .065	.078
Long Beach	2502 2503 2504	.013 .013 .013		.065 .065 .065	.078 .078 .078
PEND OREILLE COUNTY Unincorporated Areas		.013		.065	.075
Cusick	2601 2602	.010		.065 .065	.075 .075
Metaline Metaline Falls	2603 2604	.010 .010		.065 .065	.075 .075
Newport PIERCE COUNTY	2605	.010	004	.065	.075
Unincorporated Areas ** Unincorporated P.T.B.A.* ** Bonney Lake	2700 2727 2701	.012 .015 .015	.004 .004 .004	.065 .065 .065	.081 .084 .084
Buckley Carbonado	2702 2703	.015	.004	.065 .065	.080
DuPont Eatonville	2704	.015	.004	.065 .065	.084 .077
Edgewood Fife	2706	.015	.004	.065 .065	.084 .084
Fircrest	2707 2708 2721	.015 .015 .015	.004	.065 .065 .065	.084
MiltonOrting	2709 2710	.015	.004 .004 .004	.065 .065	.084 .084 .084
Pacific/Pierce Puyallup	2.72.3	.015 .015 .012	.004	.065	.084
Roy Ruston	2713	.015	.004	.065 .065	.077 .084
South Prairie		.012 .015 .015	.004 .004	.065 .065 .065	.077 .084 .084
Sumner Tacoma University Place	2717 2719 2719	.015	.004 .004 .004	.065 .065	.084 .084
Wilkeson SAN JUAN COUNTY	2718	.012	.004	.065	.077
Unincorporated Areas Friday Harbor	2800 2801	.012 .012		.065 .065	.077 .077
SKAGIT COUNTY	2900	.011		.065 .065	.076 .078
Unincorporated Areas	2929 2901 2902	.013		.065	.078
Burlington Concrete Hamilton	2902 2903 2904	.013 .013 .013		.065 .065 .065	.078 .078 .078
La Conner Lyman	2905 2906	.013 .013		.065	.078 .078
Mount VernonSedro Woolley	2907 2908	.013 .013		.065 .065	.078 .078
SKAMANIA COUNTY Unincorporated Areas	3000	.005		.065	.070 .075
North Bonneville Stevenson SNOHOMISH COUNTY Unincorporated Areas **	3000 3001 3002	.010 .005		.065 .065	.073
Unincorporated Areas ** Unincorporated P.T.B.A * **	3100	.011 .017	.004	.065 .065	.080 .086
Arlington Bothell/Snohomish	3101 3120	.017 .017	.004	.065 .065	.082
Brier Darrington	3102 3103	.017	.004	.065 .065	.086
Edmonds Everett Gold Bar	3100 3131 3101 3120 3102 3103 3104 3105 3106 3107 3108	.017 .014 .017	.004 .004	.065 .065 .065	.086 .083 .082 .082
Granite FallsIndex	3100 3107 3108	.017 .017 .017		.065 .065 .065	.082 .082 .082
Lake Stevens Lynnwood	3109 3110	.017 .017	.004	.065 .065	.082
Marysville Mill Creek	3111 3119	.017 .017	.004	.065 .065	.082 .086
Monroe Mountlake Terrace	3112 3113	.017 .017	.004	.065 .065	.082 .086

SNOHOMISH COUNTY					
(Cont'd) Mukilteo	3114	.017	.004	.065	.086
Snohomish (City) Stanwood	3114 3115 3116	.017		.065	.082 .082
Sultan Woodway	3117 3118	.017 .017	.004	.065	.082
SPOKANE COUNTY			.004		
Unincorporated Areas	3200 3232 3201 3202	.013 .016		.065 .065	.078 .081
Airway Heights Cheney	3201 3202	.016 .016		.065 .065	$.081 \\ .081$
Deer Park Fairfield		.013 .013		.065 .065	.078 .078
Latah Medical Lake	3204 3205 3206	.008		.065	.073
MillwoodRockford	3207	.016		.065	.081
Spangle Spokane (City)	3207 3208 3209 3210	.013		.065	.078
Waverly STEVENS COUNTY	3211	.016 .008		.065 .065	.081 .073
Unincorporated Areas	3300	.010		.065	.075
Chewelah Colville	3300 3301 3302 3303 3304	.010 .010		.065 .065	.075 .075 .075
Kettle FallsMarcus	3303 3304	.010		.065 .065	.075 .075
Northport	3305 3306	.010		.065	.075 .075
THURSTON COUNTY					
Unincorporated Areas Bucoda	3400 3401 3402 3403	.015 .015		.065 .065	$080 \\ 080$
LaceyOlympia	3402 3403	.015 .015		.065 .065	$080 \\ .080$
Rainier Tenino	3404 3405 3406	.015 .015		.065 .065	$080 \\ .080$
TumwaterYelm	3406 3407	.015		.065	.080
WAHKIAKUM COUNTY				.065	
Unincorporated Areas Cathlamet	3500 3501	.010 .010		.065	.075 .075
WALLA WALLA COUNTY Unincorporated Areas Unincorporated P.T.B.A.*	3600 3636	.011		.065	.076
Unincorporated P.T.B.A.* College Place	2601	.014 .014		.065 .065	.079 .079
Prescott	3602 3603	.011 $.011$.065	.076 .076
Waitsburg Walla Walla (City) WHATCOM COUNTY	3604	.014		.065	.079
Unincorporated Areas	3700 3737	.010 .013		.065 .065	.075 .078
Bellingnam	2701	.013		.065 .065	.078 .078
Blaine Everson	3701 3702 3703	.013		.065	.078
Ferndale Lynden	3704 3705	.013		.065 .065	.078 .078
Nooksack Sumas	3706 3707	.013		.065	.078 .078
WHITMAN COUNTY Unincorporated Areas	3800	.010		.065	.075
AlbionColfax	3800 3801 3802	.010		.065 .065	.075 .075 .075
ColtonEndicott	3803	.010		.065 .065	.075 .075
Farmington	3805 3806	.010		.065	.075
Garfield La Crosse	3807	.010 .010		.065 .065 .065	.075 .075
Lamont	3808 3809	.010 .010		.065	.075 .075 .075
OakesdalePalouse	3810	.010 .010		.065 .065	.075 .075
Pullman Rosalia	3812 3813 3814	.010 .010		.065 .065	.075 .075
St. JohnTekoa	3815	.010 .010		.065 .065	.075
Uniontown YAKIMA COUNTY	3816	.010		.065	.075
Unincorporated Areas	3900 3901	.011		.065	.076
GrandviewGranger	3901 3902 3903	.011 .011		.065 .065	.076 .076
Harrah Mabton	390/	.011		.065 .065	.076 .076
Moxee City Naches	3905 3906	.011 .011		.065 .065	.076 .076
Selah	3907 3908	.011		.065 .065	.076 .076
Sunnyside	2000	.011		.065	.076 .076
Union Gap	3910 3911 3912	.011		.065	.076
Wapato Yakima (City)	3913	.014		.065	.076 .079
Zillah	3914	.011	1 1007	.065	.076

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